



If an asset has been completely demolished, follow the directions for archiving the asset.

Use the flow chart whenever there is a change in usage, occupancy, ownership, excess indicator, activity, mission, or other significant item that might impact the asset's status code.

Selecting the appropriate status code:

1. Always start at the beginning of the Flowchart – Specifically the START button
2. Work your way thru the questions until you get to either an active (green button) or inactive (tan button) status code
3. Update FIMS with the correct status code.
4. If you have questions, please contact MA-50.